# In-State Hotel & Motel **Directory**

### **ABBEVILLE**

Sunbelt Lodge 1903 Veterans Memorial Drive (866) 299-1480\*(337) 898-1453 Sgl.\$39; Dbl.\$42: King \$42 ALEXANDRIA

**Bentely Hotel** 200 DeSoto Street (318) 448-9600

Sgl.\$55; Dbl.\$65; King \$55

Best Western

2720 W. MacArthur Drive (800) 937-8376 \* (888) 338-2008 Sgl.\$55; Dbl.\$65; King \$55

Clarion Hotel

2716 N. MacArthur Drive (800) 787-8336 \* (318) 487-4261 Sgl.\$55; Dbl.\$55; King \$55

Comfort Inn

2001 N. Bolton Avenue (800) 228-5150 \* (318) 484-9155

Sgl.\$55; Dbl.\$60; King:\$55

Hampton Inn

2301 N. Mac Arthur Dr. (800) 426-7866 \* (318) 487-8500

Sgl.\$55: Dbl.\$65

Holiday Inn Conv. Center

701 Fourth Street

(888)667-8908 \* (318)442-9000

Sgl.\$55; Dbl.\$65; King \$55

La Quinta Inn & Suites 6116 West Calhoun Drive

(800) 531-5900 \* (318) 442-3700

Sgl.\$55; Dbl.\$55

**Quality Inn** 

3010 N Mac Arthur Drive

(318)445-6757

Sgl.\$55; Dbl.\$60; King \$55

Travelodge

2211 N. Mac Arthur Drive

(318)443-2561

Sgl.\$55; Dbl.\$55; King \$65

## BATON ROUGE

**AmeriSuites** 

6080 Bluebonnet Blvd.

(225) 769-4400

Sgl.\$70: Dbl.\$80; King \$70/\$80

Best Western Chateau Louisianne 710 North Lobdell Avenue

(800) 256-6263 \* (225) 927-6700

Sgl.\$70; Dbl.\$80

Calloway Inn & Suites

10920 Mead Road

(800) 395-8847 \* (225) 293-9370

Sgl.\$55; Dbl.\$59; King \$59

Chase Suite Hotel by Woodfin

5522 Corporate Blvd.

(800) 966-3346 \* (225) 927-5630

Sg1.\$70

**Comfort Suites** 

1755 O'Neal Lane

(225) 273-3388

Sgl.\$60; Dbl\$60; King \$60

Comfort Suites - College Dirve

3045 Valley Creek Road (800) 424-6423 \* (225) 923-3377

Sgl.\$59; Dbl. \$59; King \$59

Comfort Inn University Center 2445 S. Acadian Thruway

(225) 236-4000

Sgl.\$65; Dbl.\$65; King:\$65

Courtyard by Marriott

2421 S. Acadian Thruway

(800) 321-2211 \* (225) 924-6400

Sgl.\$65; Dbl.\$65; King \$65

Deluxe Inn

10245 Airline Highway

(225) 291-8152

Sgl.\$33;Dbl \$38;King \$38

Fairfield Inn by Marriott

7959 Essen Park Ave.

(800) 228-2800 \* (225) 766-9493

Sgl.\$65; Dbl.\$65; King:\$65

Hampton Inn (Airline & I-12)

10045 Gwenadele Avenue

(225) 924-4433

Sgl.\$65; Dbl.\$65; King:\$65

Holiday Inn East (Siegen & I-10)

10455 Reiger Road

(225) 293-6880

Sgl.\$70; Dbl.\$70; King \$70

Holiday Inn Express

4924 Constitution

(225) 930-0600

Sgl.\$65; Dbl.\$65; King:\$65

Holiday Inn - South

9940 Airline Highway

(888) 814-9602 \* (225) 924-7021

Sgl.\$70 Dbl.\$80; King:\$70

La Quinta Inn

2333 South Acadian Thruway

(800) 531-5900 \* (225) 924-9600

Sgl.\$60; Dbl.\$60;

**Marriott Baton Rouge** 

5500 Hilton Avenue

(800) 228-9290 \* (225) 924-5000

Sgl.\$70; Dbl.\$80; King \$70

Microtel Inn & Suites

10645 Reiger Road

(225) 291-6200

Sgl.\$45; Dbl.\$50

**Quality Suites** 

9138 Bluebonnet Centre Blvd.

(800) 228-5151 \* (225) 293-1199

Sgl.\$70; Dbl.\$75; King:\$70 /\$75

Radisson Hotel& Conf. Center

4728 Constitution Avenue

(800) 333-3333 \* (225) 925-2244

Sgl.\$70; Dbl.\$80; King: \$75

**Sheraton Baton Rouge** 

102 France Street

(888) 627-8567 \* (225) 242-2600

Sgl.\$70; Dbl.\$70: King \$70

Shoney's Inn & Suites

9919 Gwenadele Drive

(225) 925-8399

Sgl.\$49; Dbl.\$49; King \$49

Sleep Inn South

10332 Plaza Americana

(225) 926-8488

Sgl.\$55; Dbl.\$55

Springhill Suites by Marriott

7979 Essen Park Avenue

(888) 287-9400 \* (225) 766-5252

Sgl.\$65; Dbl. \$65; King \$65 **Towne Place Suites by Marriott** 

8735 Summa Avenue

(800) 257-3000 \* (225) 819-2112

Sgl.\$65; Dbl. \$65; King \$65

#### BOSSIER CITY

Best Western Airline

1984 Airline

(800) 635-7639 \* (318)742-6000

Sgl.\$65; Dbl.\$65; King \$65

Days Inn - Bossier City

200 John Wesley Blvd

(318) 742-9200

Sgl.\$55; Dbl.\$55; King \$55

Hampton Inn

1005 Gould Drive

(318) 752-1112

Sgl.\$65; Dbl.\$65; King \$65

Holiday Inn Bossier

2015 Old Minden Road

(318) 742-9700

Sgl.\$65; Dbl.\$65; King \$65

La Quinta Inn

309 Preston Blvd

(800) 531-5900 \* (318) 747-4400

Sgl.\$60; Dbl.\$60

Le Bossier Hotel & Conf Center

(800) 795-0711 \* (318) 747-0711

Sgl.\$50; Dbl.\$50; King \$50

4000 Industrial Drive

Microtel Inn & Suites 2713 Village Lane

(318) 742-7882

Sgl.\$49; Dbl.\$49; King \$59

Quality Inn & Suites

2717 Village Lane

(318) 742-7890

Sgl.\$60; Dbl.\$60; King \$60

Quality Inn of Bossier City

4300 Industrial Drive

(318) 746-5050

Sgl.\$50; Dbl.\$50; King \$50

Residence Inn by Marriott

1001 Gould Drive (800) 331-3131 \* (318) 747-6220

Sgl.\$65; King \$65

Shoney's Inn

1836 Old Minden Road

(800) 552-4667 \* (318) 747-7700

Sgl.\$49; Dbl. \$49; King \$49

Sgl.\$60; Dbl. \$60; King \$60

Super 8 Motel

3101 Hilton Drive

(318) 747-7010

CHALMETTE

Econo Lodge Marina 5353 Paris Road

(504) 277-5353

Sgl.\$54; Dbl.\$59; King \$64

#### COVINGTON

Holiday Inn & Suites 501 N. Hwy 190 (985) 893-3580 Sgl.\$55; Dbl.\$55; King \$55 **Covington Courtyard** 101 Northpark Blvd. (800) 321-2211 \* (985) 871-0244 Sgl.\$55; Dbl.\$55; King \$55

CROWLEY

Best Western at Crowley 9571 Egan Hwy. (337) 783-2378

Sgl.\$55; Dbl.\$55; King \$55

## DENHAM SPRINGS

Highland Inn 2605 S. Range Avenue (866) 676-4384 \* (225) 667-7177

Sgl.\$55; Dbl.\$60; King \$60 FRANKLIN

Best Western Forest Motor Inn 1909 Main Street (800) 828-1812 \* (337) 828-1810 Sgl.\$55; Dbl.\$60

### GONZALES

Holiday Inn 1500 W. Highway 30 (800) 946-5432 \* (225) 647-8000 Sgl.\$55; Dbl.\$55; King \$55 **Ouality Inn** 1740 West Hwy 30 (225) 647-5700 Sgl.\$50; Dbl.\$55; King \$55 Western Inn 1712 West Hwy 30 (225) 644-3114 Sgl.\$45; Dbl.\$49; King \$49

GRETNA Holiday Inn - N.O. West Bank 100 West Bank Expressway (877) 533-1235 \* (504) 366-2361 Sgl.\$63; Dbl.\$63; King \$63 La Quinta Inn - West Bank 50 Terry Parkway (800) 531-5900 \* (504) 368-5600 Sgl.\$65; Dbl.\$65 **Quality Inn Tower** 100 West Bank Expressway (800) 635-7787 \* (504) 366-8531 Sgl.\$60; Dbl.\$65; King \$65 HAMMMOND

Holiday Inn - Hammond 2000 S. Morrison Blvd. (985) 345-0556 Sgl.\$55; Dbl.\$55; King \$55 Econo Lodge 2010 S. Morrison Blvd. (985) 542-9425 Sgl.\$35;Dbl \$35;King \$35 HOUMA

Fairfield Inn by Marriott 1530 Marin Luther King Blvd. (800) 228-2800 \* (985) 580-1050 Sgl.\$57; Dbl. \$57; King \$57

Holiday Inn 210 S. Hollywood Road (877) 800-9383 \* (985) 868-5851 Sgl.\$57; Dbl.\$57; King \$57 Ramada Inn 1400 West Tunnel Blvd. (985) 879-4871 Sgl.\$55; Dbl.\$60: King \$55/\$60 Red Carpet Inn-Houma 2115 Bayou Black Drive (985) 876-4160 Sgl.\$35; Dbl.\$40; King \$40 **JENNINGS** 

Comfort Inn 607 Holiday Drive (800) 424-6423 \* (337)824-8589 Sgl.\$50; Dbl.\$50; King \$50 Holiday Inn 603 Holiday Drive (337) 824-5280 Sgl.\$55; Dbl. \$55; King \$55

KENNER

Days Inn - New Orleans Airport 1300 Veterans Memorial Blvd. (504) 469-2531 Sgl.\$45; Dbl. \$45; King \$45 Hilton Garden Inn - Airport 4535 Williams Blvd. (504) 712-0504 Sgl.\$70; Dbl.\$70; King \$70 La Quinta Inn - Airport 2610 Williams Blvd (800) 531-5900 \* (504) 466-1401 Sgl.\$69; Dbl.\$69 New Orleans Airport Plaza Hotel 2150 Veterans Boulevard (866) 292-6118 \* (504) 467-3111

Park Plaza Inn 2125 Veterans Boulevard (800) 504-7275 \* (504) 464-6464 Sgl.\$43; Dbl\$45; King \$45 Sleep Inn Airport 2830 Loyola Dr(I-10 Exit 221) (504) 466-9666 Sgl.\$69; Dbl.\$69; King \$69

Sgl.\$70; Dbl.\$70; King \$70

Travelodge New Orleans Airport 2240 Veterans Boulevard (866) 469-7341 \* (504) 469-7341 Sgl.\$59.50;Dbl\$59.50;King\$59.50

Wingate Inn - Airport 1501 Veterans Blvd (800) 228-1000 \* (504) 305-1501 Sgl.\$70; Dbl.\$70; King \$70

#### KINDER

Comfort Inn 13894 Hwy 165 (337) 738-3240 Sgl.\$50; Dbl\$56; King \$60

## LAFAYETTE

Best Western - Hotel Acadiana 1801 W. Pinhook Road (800) 826-8386 Sgl.\$60; Dbl.\$60: King \$60

Comfort Inn - Lafayette 1421 S.E. Evangeline Thruway (800) 800-8752 \* (337) 232-9000 Sgl.\$60; Dbl.\$65; Queen \$60 Comfort Suites - Lafavette 2300 N.E. Evangeline Thruway (337) 291-6008 Sgl.\$60; Dbl.\$60; King \$60 Days Inn 1620 N. University Avenue (337) 237-8880 Sgl.\$50; Dbl.\$55; King \$60 Fairfield Inn 2225 NW Evangeline Thruway (800) 228-2800 \* (337) 235-9898 Sgl.\$57; Dbl.\$57; King \$57 Hilton Lafavette 1521 West Pinhook Road (337) 235-6111 Sgl.\$60; Dbl.\$60; King\$70 La Quinta Inn 2100 N.E. Evangeline Thruway (800) 531-5900 \* (337) 233-5610 Sgl.\$55; Dbl.\$55 **Ouality Inn Lafavette** 2216 N.E. Evangeline Thruway (337) 234-0383 Sgl.\$50; Dbl.\$50; King \$50 Ramada Executive Plaza 120 E. Kaliste Saloom Road (800) 272-6232 \* (337) 235-0858 Sgl.\$52; Dbl\$57; King \$57 LAKE CHARLES

**Best Western Richmond Suites** 2600 Moeling Street (800) 643-2582 \* (337) 433-5213 Sgl.\$70; Dbl.\$70; King \$70 Comfort Inn 921 N. Martin Luther King Hwy (800) 228-5150 \* (337) 491-1000 Sgl.\$62; Dbl.\$65; King \$62 Inn On the Bayou 1101 W. Prier Lake Road (800) 642-2968 \* (337) 474-5151 Sgl.\$55; Dbl.\$59; King \$59 Lakeview Motel 1000 N. Lakeshore Dr. (337) 436-3336 Sgl\$50;Dbl\$65;King\$60 LULING

Comfort Inn 12177 Highway 90 (985) 785-1125

Sgl.\$55; Dbl.\$55; King \$55

METAIRIE

Courtyard - Metairie #2 Galleria Blvd. (888) 364-1200 \* (504) 838-3800 Dbl.\$70; King \$70 Holiday Inn - Metairie 3400 I-10 Service Road · (504) 833-8201 Sgl.\$69: Dbl.\$69; King \$69

La Ouinta Inn 5900 Veterans Blvd. (800) 531-5900 \* (504) 456-0003 Sgl.\$64; Dbl \$64 La Quinta Inn - Causeway 3100 I-10 Service Road (800) 531-5900 \* (504) 835-8511 Sgl.\$64; Dbl.\$64 **Orleans Courtyard Inn** 3800 Hessmer Avenue (504) 455-6110 Sgl.\$39; Dbl.\$49; King \$49 **Ouality Hotel & Conf. Center** 2261 N. Causeway Blvd. (504) 833-8211 Sgl.\$ 70; Dbl.\$70; King \$70 Residence Inn #3 Galleria Blvd. (888) 364-1200 \* (504) 832-0888 Sgl.\$70; King \$70

## MONROE

Atrium Hotel 2001 Louisville Avenue (318) 325-0641 Sgl.\$55; Dbl.\$55; King \$55 Days Inn - Monroe 5650 Frontage Road (800) 329-7466 \* (318) 345-2220 Sgl. \$39; Dbl. \$53; King \$45 La Quinta Inn 1035 US 165 Bypass South (800) 531-5900 \* (318) 322-3900 Sgl.\$49; Dbl.\$49 Ramada LTD 1601 Martin Luther King Dr. (318) 323-1600 Sgl.\$50; Dbl.\$55; King \$55

# MORGAN CITY

Holiday Inn 520 Roderick Street (985) 385-2200 Sgl.\$55;Dbl.\$65;King \$65

### <u>NATCHITOCHES</u>

Comfort Inn 5362 Hwy 6 West (318) 352-7500 Sgl.\$55;Dbl.\$55; King \$55 Super 8 Motel 5821 Hwy 1 Bypass (800) 800-8000 \* (318) 352-1700 Sgl.\$54.88;Dbl\$54.88;King \$54.88

## NEW ORLEANS

Best Western Landmark Hotel
920 North Rampart Street
(866) 441-4929 \* (504) 524-3333
Sgl.\$88; Dbl.\$88
Chateau Dupre
131 Rue Decatur
(888) 211-3447 \* (504) 569-0600
Sgl.\$89; Dbl.\$89; King \$89
Clarion Grand Boutique Hotel
2001 St. Charles Ave.
(800) 976-1755 \* (504) 558-9966
Sgl.\$88; Dbl.\$88

**Comfort Suites Downtown** 346 Baronne Street (800) 524-1140 \* (504) 524-1140 Sgl.\$90; Dbl.\$90; King \$90 **Courtyard Convention Center** 300 Julia Street (888) 364-1200 \* (504) 598-9898 Sgl.\$90; Dbl.\$90 Courtyard Downtown 124 St. Charles Avenue (888) 364-1200 \* (504) 581-9005 Sgl.\$90; Dbl.\$90 **Grenoble House** 323 Dauphine Street (800) 722-1834 \* (504) 522-1331 Sgl.\$90; Dbl.\$90; King \$90 Hampton Inn & Suites /Conv.Ctr 1201 Convention Center Blvd. (866) 311-1200 \* (504) 566-9990 Sgl.\$90; Dbl.\$90; King \$90 Historic French Market Inn 501 Rue Decatur (888) 211-3447 \* (504) 561-5621 Sgl.\$89; Dbl.\$89; King \$89 Holiday Inn Downtown 330 Lovola Avenue (504) 535-7830 \* (504) 581-1600 Sgl.\$90; Dbl.\$105 Hyatt Regency - New Orleans 500 Poydras Plaza (504) 561-1234 Sgl.\$89; Dbl.\$89;King \$89 J.W. Marriott Hotel 614 Canal Street (888)364-1200 \* (504) 525-6500 Sgl.\$90; Dbl.\$90 Lafayette Hotel 600 St. Charles Avenue (888) 211-3447 \* (504) 524-4441 Sgl.\$89; Dbl.\$89; King \$89 La Quinta Inn & Suites 301 Camp Street (800) 531-5900 \* (504) 598-9977 Sgl.\$85; Dbl.\$85; La Quinta Inn - Bullard 12001 I-10 Service Road (800) 531-5900 \* (504) 246-3003 Sgl.\$60; Dbl.\$60 La Quinta Inn - Crowder 8400 I-10 Service Road (800) 531-5900 \* (504) 246-5800 Sgl.\$60; Dbl.\$60 LeCirque Hotel #2 Lee Circle (888) 211-3447 \* (504) 962-0900 Sgl.\$89; Dbl.\$89; King \$89 Le Richelieu - French Quarter 1234 Chartres Street (800) 535-9653 \* (504) 529-2492 Sgl.\$79; Dbl.\$89; King \$89 Maison St. Charles Hotel & Suites 1319 St. Charles Avenue (800) 831-1783 \* (504) 522-0187

Marriott Hotel New Orleans 555 Canal Street (888)364-1200 \* (504) 581-1000 Sgl.\$90; Dbl.\$90 Omni Roval Orleans Hotel 621 Saint Louis Street (800) 843-6664 \* (504) 529-5333 Sgl.\$90; Dbl.\$90 Parc St. Charles 520 St. Charles Avenue (888) 211-3447 \* (504) 522-9000 Sgl.\$89; Dbl.\$89; King \$89 Pelham Hotel 444 Common Street (888) 211-3447 \* (504) 522-4444 Sgl.\$89; Dbl.\$89; King \$89 Prytania Park Hotel 1525 Prytania Street (888) 727-2619 \* (504) 524-0427 Sgl.\$70; Dbl.\$80; King \$90 Radisson - New Orleans 1500 Canal Boulevard (504) 522-4500 Sgl.\$90; Dbl.\$90; King \$90 Ramada Inn & Suite Downtown 1315 Gravier Street (800) 535-9141 \* (504) 586-0100 Sgl.\$90; Dbl.\$90; King \$90 Renaissance Pere Marquette 817 Common Street (888) 364-1200 \* (504) 524-1111 Sgl.\$90; Dbl.\$90 Renaissance Arts Hotel 700 Tchoupitoulas Street (888) 364-1200 \* (504) 613-2330 Sgl.\$90; Dbl.\$90 Residence Inn - Downtown 345 St. Joseph Street (888) 346-1200 \* (504) 522-1300 Sgl.\$90: Dbl.\$90 SpringHill Suites 301 St. Joseph Street (888) 364-1200 \* (504) 522-3100 Dbl.\$90; King \$90 St. James Hotel 330 Magazine Street (888) 211-3447 \* (504) 304-4000 Sgl.\$89; Dbl.\$89; King \$89 PORT ALLEN Davs Inn 215 Lobdell Highway

Days Inn
215 Lobdell Highway
(225) 387-0671
Sgl.\$45; Dbl.\$45; King\$45
Days Inn & Suites
3051 Hwy 1 South
(800) 329-7466 \* (225) 749-3200
Sgl.\$55; Dbl.\$55; King \$55
Holiday Inn Express West
131 Lobdell Hwy, Exit 151
(225) 343-4821

Sgl.\$55; Dbl.\$55; King \$55 RUSTON

Best Western Kings Inn 1105 N. Trenton, I-20 Hwy 167 (318) 251-0000 Sgl.\$55; Dbl.\$65; King \$65/\$70

Sgl.\$90; Dbl.\$90; King \$90

Comfort Inn 1951 N. Service Road East (800) 228-5150 \* (318) 242-0070 Sgl.\$55; Dbl.\$55; King \$55 Days Inn 1801 N. Service Road East (318) 251-2360 Sgl.\$55; Dbl.\$65; King \$55/\$65 Ramada Inn 401 N. Service Road (318) 255-5901 SHREVEPORT

Sgl.\$55; Dbl.\$55; King \$55 Best Western Richmond Suites 5101 Monkhouse Drive (800) 447-2582 \* (318) 635-6431 Sgl.\$65; Dbl.\$65; King \$65 Comfort Inn 9420 Healthplex Drive (318) 688-2812 Sg1.\$65 Days Inn - Shreveport 4935 W. Monkhouse Drive (318) 636-0080 Sgl.\$55; Dbl.\$55; King \$55 Holiday Inn Downtown 102 Lake Street (318) 222-7717 Sgl.\$60; Dbl.\$60; King \$60 Holiday Inn Express 5101 Westwood Park Drive (800) HOLIDAY \* (318) 631-2000 Sgl.\$65; Dbl.\$65; King \$65

Holiday Inn Express 5101 Westwood Park Drive (800) HOLIDAY \* (318) 631-2000 Sgl.\$65; Dbl.\$65; King \$65 Hyatt Regency - New Orleans 500 Poydras Plaza (504) 561-1234 Sgl. \$89; Dbl.\$89; King \$89 La Quinta Inn & Suites 6700 Financial Circle (800) 531-5900 \* (318) 671-1100 Sgl.\$60; Dbl.\$60 Sheraton Shreveport Hotel 1419 East 70th Street (800) 325-3535 \* (318) 797-9900 Sgl.\$65; Dbl.\$65; King \$65 Super 8 Motel 5204 Monkhouse Drive (318) 635-8888 Sgl.\$45; Dbl.\$55 <u>SLIDELL</u>

La Quinta Inn 794 East I-10 Service Road (800) 531-5900 \* (985) 643-9770 Sgl.\$55; Dbl.\$55

**SULPHUR** 

**Comfort Suites** 320 Cities Service Hwy. (800) 4CHOICE \* (337) 626-7000 Sgl.\$70; Dbl.\$70; King \$70 **Hampton Inn** 210 Henning Drive (337) 527-0000 Sgl.\$62; Dbl.\$68; King \$62

Fairfield Inn-Lake Charles 2615 Ruth Street (800) 228-2800 \* (337) 528-2629 Sgl.\$59; Dbl.\$59; King \$59 La Quinta Inn 2600 South Ruth (800) 531-5900 \* (337) 527-8303 Sgl.\$51; Dbl.\$51 Microtel Inn 2619 South Ruth Street (337) 527-1000 Sgl.\$54; Dbl.\$59 Wingate Inn 300 Texaco Road (337) 527-5151 Sgl.\$62; Dbl.\$62; King \$62 THIBODAUX

Howard Johnson Hotel 201 N. Canal Blvd. (800) 952-2968 \* (985) 447 - 9071 Sgl.\$54; Dbl.\$59 Ramada Inn 400 East First Street (985) 446-0561 Sgl.\$55; Dbl.\$65; King \$55 **WEST MONROE** 

Quality Inn & Suites

503 Constitution Drive (318) 387-2711 Sgl.\$55; Dbl.\$55; King \$55

WINNFIELD

**Economy Inn** 1903 Maple Street (318) 628-4691 Sgl.\$37; Dbl.\$46; King \$44

### Use These Tips at Hotels

Here are some tips to use when working with hotels before and during your travel:

When making reservations at a hotel please ask for a State Government Rate. Make sure you know the cancellation policy. If you do not cancel a reservation you may be charged the first night's stay.

- Ask for the best rate available. In some cases a local promotion may be less than your booked rate. Often a hotel will release a block of rooms being held for a meeting or convention at the last minute, and lower rate will be available.
- Be sure you know what your booked rate includes (breakfast, free local phone calls, etc.) to make sure you are getting the best rate.
- Guaranteed reservations with a credit card means that the hotel will hold the room until you arrive, no matter what time. It also means that if you don't cancel according to the hotel's policy, you'll be charged for one night's stay.
- The minimum time allowed for cancellation is shown on your itinerary; the time marked is the time at the hotel's city----not yours. For your convenience, the hotel's address and phone number are provided on your itinerary if the hotel is booked through the travel agency.
- Confirmation numbers are proof of reservation. Provide this number to the front desk clerk and demand to be accommodated if there is any problem with your reservation.
- Please review and initial your room rate prior to your check in. \*

# American Express® Corporate Card Application for State of Louisiana

APPLICATION INFORMATION - PLEASE COMPLETE ALL ITEMS BELOW FOR TIMELY PROCESSING

# THE **AMERICAN EXPRESS CORPORATE CARD**

**PROGRAM** 

Employee: Please complete and send to Program Administrator

Complete form and send to:

State Travel Office P.O. Box 94095 Baton Rouge, La 70804

Fax to: 225-342-5019

Name us you would like it to appear on the Corporate Card (20 chara	cters only, including spaces	,
Billing Address (20 characters only, including spaces)		Home Office
City (17 characters only, including spaces)	State	Zip Code
Home Address (If different than billing address)		
City (17 characters only, including spaces)	State	Zip Code
Social Security Number		
Business Phone Number	——— - — Ho	me Phone Number
Employee ID Number (10 characters only)	Cost Center Num	ber (10 characters only)
X Employee's Signature Please read the Agreement before signing.		Date
By signing above I indicate my acceptance of the terms and conditions of the Agre	ement.	
PROGRAM ADMINISTRATOR		· · · · · · · · · · · · · · · · · · ·
3 7 8 2 - 7		
Basic Control Number (please fill out or application processing	will be delayed)	
Company Name (20 characters only, including spaces)		
X Authorizing Signature* Please read the Agreement before signin		Date
Authorizing Signature. Please read the Agreement before signin	g.	Date

\* All applications require a signature (name & title) of an authorized Company Representative or Program Administrator to issue a Corporate Card.

Title

OUR AGREEMENT: The Applicant and the undersigned Company, through its authorizing officer, (a) request that a Card be issued on the Company's account to the Applicant, and (b) authorize the receipt and exchange of credit information on both the Applicant and the Company, and (c) agree to be bound by the terms and conditions of the Agreement(s) received with each Card ("Agreement").

The individual Applicant (a) authorizes American Express to notify the Company if American Express decides to decline this application, (b) agrees to use the Card issued in connection with a business account opened in the Company's name, and (c) agrees to be liable

PRINT Authorizer's Name

tion, (b) agrees to use the Card issued in connection with a business account opened in the Company's name, and (c) agrees to be liable for payment of all charges to the Card in accordance with the terms of the Agreement.

All applications require countersignature of an authorizing officer of the Company to authorize issuance of the Card even if the same individual signs twice. TITLE MUST BE INDICATED.

Payment for charges on your Card account is due in full upon receipt of your monthly statement. If an amount is past due for two billing cycles a delinquency assessment of \$10 or 2.5% of the seriously delinquent amount, whichever is greater, will be added except as provided below. If an amount is past due for three billing cycles a delinquency assessment of \$10 or 2.5% of all past due amounts, whichever is greater, will be added except as provided below. (The amounts indicated below will be assessed in the states indicated in lieu of the amounts set forth above: Michigan, Texas 1.5%; Mississippi, greater of \$5 or 2.5% (\$50 maximum); North Dakota 1.75%; Virginia 2.5%; Massachusetts 1.5% of seriously delinquent amounts only.) Court costs plus attorney's fees of up to 15% of the then unpaid balance of the Card account may be added to your account if we must refer it to an attorney for collection. Applicant hereby represents that the Corporate Card will be used for business or commercial purposes.



Corporate Services

Phone Number



# **Corporate Accounts Maintenance**

PART 1:	Fill in ALL Inf	ormation				
Cardmember A	occount Number:	*** · · · · · · · · · · · · · · · · · ·				
Name Of Cardi	member:	VS-41				
Name Of Comp	pany:					
Billing Address	•		, , , , , , , , , , , , , , , , , , , ,			
PART II:	Complete approp	oriate sections, Sign,	Date and distrubute	to the locations d	esigned on each co	ору.
			NAME / AD	DRESS CHA	NGE	
Name of Cardm	nember:					
Name of Comp	any:					
Billing Address:						
*NOTE:	For name change	e only, please attach	proper authorization		<del></del>	
i yi			ACCOUNT TE	DANCEED		
FROM:			ACCOUNT IF	TO:		
					*	
Account Number	er:			Account Numbe	r:	
			CARD REPL	ACEMENT		
Lost	Stolen	Not Received	Embossing Error	Mutilated	Other	
	CANOSILATI	0.1		DEIOTATEM	N 1-4-	
	CANCELLATI	ON		REISTATEM	ENI	
Reason:		··	Reason:			
	ard to American Exp					
Comments:						
	······································					
					American Ex	
Prepared By:					Attn: Client S	
Date:					Building #2,	
					Phoenix, Ariz	

# AMERICAN EXPRESS® CORPORATE SERVICES

Completed application must be faxed (without a cover sheet) to (602) 744-8894

#### NOTE:

Requests for Reinstatement of Corporate Express Cash and/or Corporate Travelers Cheques are to be made by reapplying for Corporate Express Cash and/or Corporate Travelers Cheques separately.

All information must be provided before processing can proceed. Application will not be processed if the account has been sent to an Outside Collection Agency or if the account has aged 180 days past due.

Spending restrictions may be imposed if the account is reinstated.

All requests will be subject to external credit checks. Both Applicant and Program Administrator will be notified by mail of the decision.

# **Request For Corporate Card Reinstatement**

APPLICANT INFORMATION		
Name	Date Su	hmitted
Name	Date Su	ommed
Cancelled Account #	Social S	ecurity Number
Home Address		
Billing Address		
Home Telephone	Business	s Telephone
X		
Applicant's Signature (required)		
By signing above I indicate my acceptance of the te	rms and conditions of the Agreement	below
COMPANY INFORMATION		
COMPANY INTOXIMATION		
Company Name	CID	BCA#
Program Administrator's Name	Progra	am Administrator's Telephone
Program Administrator's Mailing Ad	dress	
X		
Program Administrator's Signatur	e (required)	
By signing above I indicate my acceptance of the ter		
uthorize the receipt and exchange of credit info ent with the Card and by the Agreements coveri the Corporate Card will be used for business or	irmation on the Company and the A ing Corporate Card related programs commercial purposes only. The App nding restrictions are applied to the	d to the Applicant on the Company's account, (b) Applicant, (c) agree to be bound by the Agreement s in which the Applicant is enrolled, and (d) agree th dicant (a) authorizes American Express to notify the e Corporate Card, and (b) agrees to be liable for
Do No	COMPLETE - INTERNA	AL USE ONLY
Reinstatement Decision: Fully Fu Limit (if any): Overall \$	Retail \$	Early Suspension Code Y / N
Internal History	Applicar	it Credit Bureau Score
	^^	
Decline Reasons (if any)		
Decision By:	Title/Are	<u> 1</u> 2



# American Express 800 Numbers

# American Express Cardmember Customer Service

In the U.S., toll-free (24-Hour Telephor	ne Service Centers)
Corporate Card	
Checking Status of Application	888-800-7325

# **Emergency Services**

Global Assist Hotline......800-554-AMEX (800-554-2639) (from Washington, D.C., or from overseas, call collect - 202-554-2639)



P.O. Box 94095
Baton Rouge. Louisiana 70804-9095
(225) 342-8053 • Fax (225) 342-5019
www.state.la.us/osp/travel/traveloffice.htm